



## **Special Education Core Content Teachers School Year 2006-2007**

### **TABLE OF CONTENTS**

Reporting Core Content Teachers.....	2
Special Education Report.....	5

### **SPECIAL EDUCATION TEACHERS REQUIREMENTS TO MEET IDEA HIGHLY QUALIFIED DEFINITION.**

**There are three categories of highly qualified special educators listed below:**

#### **1) Special educators teaching core academic classes:**

This is a teacher providing direct instruction to students with disabilities in a core academic subject. Teachers who deliver instruction to students with disabilities are required to meet the same standards for content knowledge as general education teachers. Core academic subjects are: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

#### **2) Special educators teaching students with significant cognitive disabilities:**

The elementary or middle/secondary special education teacher teaches core academic subjects exclusively to students with disabilities who are assessed against alternate achievement standards.

10/11/2005

#### **3) Special educators providing consultative services:**

Services include: adapting curricula, modifying instructional method, using behavioral supports and interventions, and/or selecting/using appropriate accommodations. It may also include: providing direct assistance to student with disabilities such as: tutoring, reinforcement of content provided in the general education setting in the resource class setting or self-contained classroom.

Contact: Cody Stoesser at 773-4638

email: [cody.stoesser@state.sd.us](mailto:cody.stoesser@state.sd.us)

Certification:

Jantina Nelson-Stastny at 773-5470

email: [jantina.nelson-stastny@state.sd.us](mailto:jantina.nelson-stastny@state.sd.us)

Deedra Gesinger at 773-6934

email: [deedra.gesinger@state.sd.us](mailto:deedra.gesinger@state.sd.us)

Special Education

Rebecca Cain at 773-8196

email: [rebecca.cain@state.sd.us](mailto:rebecca.cain@state.sd.us)

## Reporting Special Education Core Content Teachers.

You will report Special Education Core Content Teachers the same as any other staff person in your district.

1. Access the Personnel Record Form page where it lists all of your staff.
2. Highlight the teacher that you are updating and click on Edit Employee Data.
3. If the teacher is new, you will have to Add Employee Data.

PRF System MainMenu (Internet Production) - Microsoft Internet Explorer provided by State of South Dakota

School Year: 2006 District #: 57001 District Name: Stanley County School District 57-1 GO

DOE  
Anonymous

1. Access the Personnel Record Form Menu.

Name	Empl. P Year
Bak, Brenda	Y
Beeghly, Shari	Y
Bleeker, Merry	Y
Burgard, Timothy	Y
Case, Glennys	Y
Clair, Linda	Y
Cwach, Pamela	Y
Doherty, Brian	Y
Ellwanger, William	Y
Falconer, Michael	Y
Glodt, Michelle	Y
Gloe, Lori	Y
Griese, Brita	Y
Harms, Roxanne	Y
Harrison, Debra	Y
Heibel, erov	Y

2. Highlight a teacher and then click on Edit Employee Data.

Add Employee Data Edit Employee Data Delete Employee Data Exit

Refresh ☐ Check here records.

3. If a teacher is new, click on Add Employee Data.

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email: [jantina.nelson-stastny@state.sd.us](mailto:jantina.nelson-stastny@state.sd.us)

email: [deedra.gesinger@state.sd.us](mailto:deedra.gesinger@state.sd.us)

email: [rebecca.cain@state.sd.us](mailto:rebecca.cain@state.sd.us)

## Personnel Record Form:

4. Inside the teacher's Personnel Record Form, you will add or edit an assignment.

The screenshot shows the Personnel Record Form with the following fields and values:

- No Longer Employed:** Choose: [dropdown]
- Date of Birth:** 11/10/1962
- Reporting Type:** T - Teacher
- Ethnicity:** WH
- Gender:** F
- Total Instruct. Salary:** 31880
- Total Admin/School Service Specialist Salary:** 0
- Total Teaching Experience (prior to this school year):** 8
- Total Admin/School Service Specialist Experience (prior to this school year):** 0
- Status:** has been continued.
- FTE Override:** 0

A callout box points to the "Add or Edit an Assignment" button with the text: "4. Click on Add or Edit an Assignment".

Attendance	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-Stanley County Sch	20400	80003	203	X	X	X	X				2030
01-Stanley County Sch	20400	80011	502	X	X	X	X				2030
01-Stanley County Sch	20400	57112	406	X	X	X	X				2030
01-Stanley County Sch	20400	57114	406	X	X	X	X				2030
01-Stanley County H Sch	20400	57204	203			X	X				2030
01-Stanley County H Sch	20400	57206	203	X	X	X	X				2030

Buttons at the bottom: Add Assignment, Edit Assignment, Delete Assignment, Edit Gender / Ethnicity, Save.

**Note: Make sure to complete everything on the Personnel Record Form if you are coding a new teacher to your district.**

## Adding an Assignment:

5. Code your teacher to the specific Attendance Center that he/she will be teaching.
6. Enter the specific Position Code for the teacher.
7. Enter the Specific Core Content Class. (Assignment Code)
8. If you have a special education teacher teaching a core content class and issuing a grade you **must** check the box.
9. Click on Save.

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email: [rebecca.cain@state.sd.us](mailto:rebecca.cain@state.sd.us)

The screenshot shows a web form titled "PRF Assignment Information". It contains several sections with dropdown menus and checkboxes. Callout 5 points to the "Attendance Center" dropdown, which is set to "01 - Stanley County Hi Sch". Callout 6 points to the "Position Code" dropdown, set to "20400 - High School Teacher". Callout 7 points to the "Assignment Code" dropdown, set to "57114 - Composition/Grammar IV". Callout 8 points to a checkbox labeled "If you are a teacher of Special Education who provides instruction in core subjects check box." Callout 9 points to the "Save" button. Other fields include "Total Weekly Minutes" (406) and "Time Option - Number of Weekly Minutes" (2 - 406). A note at the bottom left explains that Special Education teachers should be coded as regular teachers.

PRF Assignment Information

**Attendance Center**  
01 - Stanley County Hi Sch

**Position Code**  
20400 - High School Teacher

**Assignment Code**  
57114 - Composition/Grammar IV

Quarter 1 Quarter 2 Quarter 3 Quarter 4

If the special education teacher is the teacher of record for any core academic subject and awards the grade, then check the box.

Total Weekly Minutes  
406

Time Option - Number of Weekly Minutes  
2 - 406

If you are a teacher of Special Education who provides instruction in core subjects check box.

8. Check this box to code your Special Education Teacher as teaching a Core Content Class

5. Code teacher to specific Attendance Center.

6. Pick a Position Code from the list.

7. Enter the specific Core Content Class.

9. Click on Save when finished updating.

Note: Code the Special Education teacher as a regular teacher. Most of the time you will have to code them as non-authorized. This page populates of regular certification

Cancel Save

**Note: When selecting a position code, you will more than likely have to code the teacher as non-authorized. This is because the teacher is not qualified to teach regular education core content classes, but the Highly Qualified SPED Report will show if the teacher is highly qualified for Special Education.**

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## Access the Special Education Report:

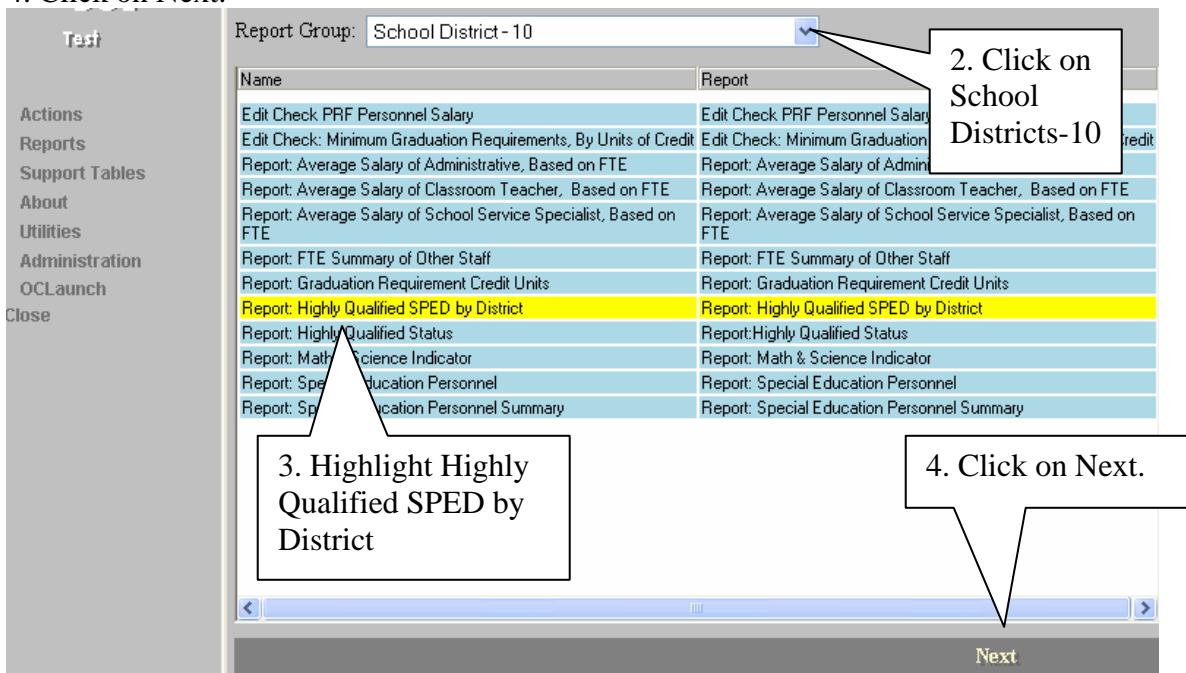
1. Click on Reports on the Main Menu.



2. Click on School District-10 from the drop down box.

3. Highlight Report: Highly Qualified SPED by District.

4. Click on Next.



**Note: The SPED Highly Qualified Report will look similar to the Regular Education Highly Qualified Report.**

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Submission Deadline **October 13, 2006**

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